

# Public Examinations Summer 2023

## Centre Number 17417

This booklet provides important information about  
your examinations  
Please read it carefully

If you have any questions or problems, please contact the Exams Office  
01462 620500 ext. 235 – [exams@highfield.herts.sch.uk](mailto:exams@highfield.herts.sch.uk)

## Public Examinations – Summer 2023

The written public exams start on Monday 15<sup>th</sup> May and finish on Wednesday 21<sup>st</sup> June 2022 for GCSE and Monday 26<sup>th</sup> June for A Level.

The **contingency exam days** are the afternoons of Thursday 8<sup>th</sup> June and Thursday 15<sup>th</sup> June and all day Wednesday 28<sup>th</sup> June. These sessions will be used if an exam, in the event of a serious national or local incident, needs to be rearranged for a later date to allow all students a fair and equal chance. All exam candidates should be available to sit exams from the start of the exam period through to 28<sup>th</sup> June 2023. This arrangement is made on a national level and applies to all candidates in all schools.

### *BEFORE THE EXAMS.....*

- Carefully check your **Exam Timetable** and **Statement of Entry** which are enclosed with this booklet. Check that the spelling of your name and your date of birth are correct.
- Your exam entry is made using your **legal name**. You must use your legal name on your exam papers.
- Remember your **candidate number**, you will need this for every exam.
- Morning exams start at **9:00am** and afternoon exams at **2:00pm**.
- You must attend all exams that you are entered for. Misreading your exam timetable is not an acceptable reason for not turning up.
- If you fail to attend an exam within 30 minutes of the specified time you may not be allowed in and you will not be able to take the exam at another time.
- If you have two exams due to take place on the same date at the same time this is known as a 'clash'. Please inform the Exams Office so appropriate arrangements can be made.

### *ON THE DAY OF YOUR EXAM.....*

- Make sure you arrive at school **at least 20 minutes** before the exam is due to start.
- Do not be late for your exam! If you are late, the exam board may have to be notified and may not accept your paper.

- The temperature in the exam room can fluctuate enormously so make sure you are dressed appropriately and have some warm clothes with you.
- If you are ill on the day of your exam or just before – you **MUST** arrange for a telephone call to be made to school by 8:00am (01462 620500). You may need to obtain a medical certificate from your Doctor's Surgery or complete a Self-Certification form that the exams office can provide.
- Check the seating list which will be on the dining room window. This will show which room your exam is in and your seat number. Although many of the exams are in the hall you may be in another room so allow enough time to find the correct room.
- Make yourself comfortable before each exam, you will not be allowed extra time if you need to use the toilet during the exam (unless you have a medical condition and this is pre-arranged). You will have to be escorted to the toilet by an invigilator and you will not be permitted to go in the first or last 20 minutes of the exam.
- You need to make sure you have all the equipment needed for the exam. Invigilators only have a limited supply of equipment.

## EQUIPMENT CHECK-LIST – please remember

### YES

- ✓ **Clear pencil case**
- ✓ **Black pen**
- ✓ Pencils, ruler, eraser, pencil sharpener
- ✓ A calculator for maths, science and any other subjects if required (do not bring the lid into the exam room)
- ✓ You may have a clear bottle of water but must remove any labels from it

### NO

- ✗ Correcting fluid or gel pens. Highlighter pens can be used on the question paper but **DO NOT** use them in your answers
- ✗ Watches of any type are not allowed in the exam room
- ✗ Mobile phones, i-pods or any type of electronic communication or storage device are not permitted
- ✗ Notes of any sort, unless permitted by the exam board



## DURING THE EXAM.....

You must:

- ✓ be silent in the exam room, including the times when you come in and out;
- ✓ raise your hand clearly if you need help and the invigilator will come to you;
- ✓ listen to the invigilator;
- ✓ inform the invigilator if you think you have the wrong exam paper;
- ✓ read carefully and follow the instructions on the exam paper;
- ✓ do all your rough work on the exam paper provided, cross through it and hand it in with your answers.

You must not:

- ✗ talk, turn around or make eye contact with other students. If someone is trying to communicate with you ignore them, they could get you into trouble;
- ✗ deface your exam paper or use inappropriate language. The person marking your paper will report this and you may be disqualified;
- ✗ become involved in any unfair or dishonest practice in any part of the exam.

Anyone caught cheating in exams, which includes being in possession of a mobile phone or unauthorised notes or communicating with other students, **WILL** be reported to the exam board. This is called malpractice and may mean you are disqualified from the exam you are taking and all other exams!

You must stay in the exam room for the full time indicated – you will not be allowed to leave the exam early. If you leave the exam room without an invigilator, before the exam has finished, you will not be allowed to return.

In the event of a fire alarm going off during an exam remember:

- Follow the instructions given by the invigilator.
- You will need to leave the exam room in silence.
- Close your question paper and leave your equipment on the desk.
- Do not talk to other students. If you are caught talking you will be reported to the exam board as this constitutes malpractice (cheating).
- Do not line up with your tutor group.
- The invigilator will direct you to a suitable place to line up.
- The invigilator will advise you when it is safe to return.



## AT THE END OF THE EXAM.....

- Do not leave the exam room until you are told to do so.
- Do not take any exam materials, such as question papers or equipment you have borrowed from any exam room.
- **Sshh!** Please leave the exam room in silence, and move away quickly – there may be other students still working.

## FREQUENTLY ASKED QUESTIONS

### **Q. Why do I need to check the details on the Statement of Entry (SoE) or my Exam Timetable?**

A. The details on your SoE and timetable will be used when certificates are printed. Exam certificates are a legal record of your qualifications. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems in the future. You should also check that the subjects and tiers of entry (foundation or higher) you are entered for are correct and that no subjects are missing.

### **Q. My name has been misspelt on my timetable. What can I do?**

A. We can rectify this problem very quickly. Please come to the exams office and we will amend our records. This will ensure your certificate is correct.

### **Q. What do I do if there's a clash on my timetable?**

A. We will re-schedule the exams that clash (on the same day). You will normally sit one subject paper followed by the second paper. If there are more clashes than this you may need to have a supervised break. Be sure to come to the exams office as soon as you notice the clash and we can talk through the arrangements.

### **Q. What do I do if I think I have the wrong paper?**

A. Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

### **Q. What do I do if I have an accident or I am ill before the exam?**

A. Inform the school at the earliest possible point so we can help or advise you (School reception: 01462 620500). In the case of an accident that means you are unable to write it may be possible to provide you with a computer so that you can type, or a scribe who will write for you. You need to give as much notice as possible so that we can put these arrangements in place. You may need to provide medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration.

**Q. What is an appeal for Special Consideration?**

A. Special Consideration is a post-exam adjustment to the marks or grades made by the exam board. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. A candidate will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples may be temporary illness, accident or injury, bereavement, domestic crisis or other indisposition at the time of the assessment. Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment. The exams officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support any applications.

**Q. If I miss the examination can I take it on another day?**

A. No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

A. Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

**Q. Why can't I bring my mobile phone into the exam room?**

A. Being in possession of a mobile phone (or any other electronic communication device) is regarded as malpractice and is subject to severe penalties from the exam boards.

**Q. Can I leave the examination early?**

A. It is not The Highfield School policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilator.

**Q. Can I go to the toilet during the exam?**

A. If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time (unless you have a medical condition and this is pre-arranged). You will not be allowed to go to the toilet during the first and last 20 minutes of the exam.

**Q. What do I do if I don't get the grades I need?**

A. If you feel that it is necessary to make an enquiry about your result you should first speak to your subject teacher or the head of department to obtain their advice. You should be aware that your mark could go down as well as up or even just stay the same. Review of marking requests must be submitted to the exams office by the deadline. You must complete a consent form and return it with payment for the cost of the request. If you need any further details on the process of requesting a review of marking please come to the exams office.

## **Results**

A Level results are published on **Thursday 17<sup>th</sup> August 2023** and you can come into school (sixth form study) between 8:00am and 11.00am to collect them.

GCSE results are published on **Thursday 24<sup>th</sup> August 2022** and you can come into school (the Hall) between 9.00am and 12.00pm to collect them.

If you have any queries with your results or are not happy with your final grades you must talk to your subject teacher. They will be able to give you advice.

If you are unable to come into school to collect your results on results day please complete the form at the back of this booklet. You can opt to have your results e-mailed to your school email, posted (you must provide a stamped addressed envelope) or someone can collect them on your behalf providing you have given them written permission.

The form must be completed and returned to the exams office, by **Friday 7<sup>th</sup> July 2023** at the latest.

If you are unable to come into school to collect your results on results day and have not made formal arrangements then you can collect your results when the new term begins in September 2023.

If you are not in on results day any queries you have regarding your results may not get an immediate response as school is not open full time during the summer holidays.

## **Exam Certificates**

- You will be contacted by the Exams Office when your Exam Certificates are ready for you to come and collect. This is normally by the end of November.
- Certificates need to be looked after carefully they are a legal record of your qualifications and you will need them in the future for work or college.
- If you lose your certificates you can apply to the exam boards for a certified statement of results detailing your grades but they will charge a fee for this and it can be expensive.

## **Internal Assessment Appeals Procedure (Non-Exam Assessment NEA)**

This applies to GCSE and GCE internal assessments and performances and to BTEC coursework. Work that is assessed and marked in school (usually by your subject teacher or a group of teachers).

The teacher who assesses your work will be knowledgeable about the subject and mark it fairly.

Your teacher should inform you, in a timely manner, of the marks that are to be submitted to the exam board for your work. This is to enable you to request an internal appeal and for an investigation to be made before the final mark is submitted to the awarding body. You will be informed at least two weeks before the deadline for submission of marks to the exam board. You have one week to formally request an internal appeal.

You should consider why you wish to appeal, there has to be a good reason that you think the marks awarded are not correct. If you feel your coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification you must speak to your subject teacher or the head of the department to request an internal appeal.

You must be aware that once submitted your marks could be subject to change by the exam board moderation process.

If you wish to see a full copy of the Internal Appeals Procedure please ask the exams officer.



## AND FINALLY.....

- ✓ Get everything you need for your exam ready the night before.
- ✓ A good nights sleep helps improve creativity, problem solving, concentration and memory. This is more important than last minute cramming.
- ✓ Eat breakfast – this will help fuel your brain!
- ✓ Get to school early and spend time with relaxing people.
- ✓ Remind yourself of all the hard work and preparation you have put in.
- ✓ Use subject teachers or the pastoral team if you need support.
- ✓ Have positive thoughts!

**Good Luck!!**



## Candidate permission form - results collection

If you are unable to collect your results yourself, please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<input type="checkbox"/> I request that my results should be e-mailed to me. They will be sent using your school email address.			
<input type="checkbox"/> I would like my results posted to me and include a stamped addressed envelope with this request.			
<input type="checkbox"/> I give permission for my representative _____ <u>insert name of representative here</u> to collect results on my behalf. I confirm that my representative will provide photographic ID on collection.			
Candidate signature		Date	